

## Information for Prospective International Students



Foto: Heike Zappe

Foreign citizens with appropriate educational qualifications are offered initial counselling concerning courses of study, access to courses, requirements for admission and the application procedure at Humboldt-Universität zu Berlin.

Initial counselling for degree-seeking students is offered by the International Office, in the university main building, **Unter den Linden 6, room 2257** (Lichthof West, Level 2).

Office hours:            Monday                    1pm - 3pm,  
                                  Tuesday                    10am -1pm and 2pm - 4pm,  
                                  Wednesday                1pm - 4pm

Phone:                    +49 30 2093-46724

E-mail:                    [bewerbung-international@hu-berlin.de](mailto:bewerbung-international@hu-berlin.de)

[www.international.hu-berlin.de/en/studierende/aus-dem-ausland/studium-mit-abschluss](http://www.international.hu-berlin.de/en/studierende/aus-dem-ausland/studium-mit-abschluss)

## I. APPLICATION PROCEDURE INFORMATION

Applications for academic study at Humboldt-Universität zu Berlin made by foreign citizens, with university entrance qualifications acquired abroad, are submitted to a preliminary check by UNI-ASSIST. This is regardless of whether the application was made for access courses at the *Studienkolleg* or for courses leading to the Bachelor's or Master's degree, or the *State Examination*.

Before submitting an application, prospective students should consult the current **Course Catalogue**, which can be found at: [hu.berlin/catalogue](http://hu.berlin/catalogue)

The **application form** for international applicants should be completed **online** at: [www.uni-assist.de/online/?lang=en](http://www.uni-assist.de/online/?lang=en)

The printed and signed application form, including all the necessary documents in **paper form (as officially authenticated copies)**, must be received by UNI-ASSIST by the deadline set for the course chosen.

1. Please note that an application cannot be considered unless UNI-ASSIST has received all the required documentation within the prescribed period.

### **The following documents must be attached to an application:**

- authenticated copies of educational certificates obtained so far, including the secondary school leaving certificate together with marks received and, if applicable, university entrance examination documentation, evidence of study areas and grades obtained in previous studies, or graduation certificate;
- enrolment certificate, if you are a student at another German or European higher education institution at the time you apply for a place at Humboldt, or
- certificate of exmatriculation (*Exmatrikulationsbescheinigung*) specifying the areas of study if you have previously studied at another higher education institution in *Germany, EU, Iceland, Norway, Liechtenstein* or *Switzerland*;
- evidence of German language skills (see point 2); evidence of German language skills (see point 2); and / or English, French, Spanish proof etc. - if applicable for the chosen subject
- German translations of all certificates (exception: documents in English);
- CV starting with the beginning of school education up till now;
- the UNI-ASSIST receipt (proof of fees paid);
- a photocopy of your passport (authentication is not required).
- self-assessment sheet is required for some Masters (available as a pdf file on the UNI-ASSIST application portal)
- if applying for BA Sport Science: medical certificate (available as a pdf file on the UNI-ASSIST application portal) as well as a physical aptitude test (not older than 2 years, <http://sporteignungstest-vorbereitung.de/termine-sporteignungspruefungen-in-deutschland.htm>).

Information concerning the assessment and recognition of non-German education certificates is available (in German) at: <http://anabin.kmk.org>

## 2. Language Requirements

**All Bachelor degree courses are run in German.** The applicant's command of German is tested in the *DSH* test ("*Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber*")

In order to be eligible for the *DSH*, applicants must show evidence that their command of German is at least on the C1 level according to the Common European Frame of Reference. A minimum score of three

points in all four parts of the *TestDaF* examination can be also considered a proof of the required level for the application. ([www.testdaf.de](http://www.testdaf.de))

Certificates of attendance to German language courses are not considered sufficient; you will need a certificate completed with an examination. Should the applicant fail the *DSH* exam, it can only be resat in the subsequent application period at Humboldt-Universität (or at least three months later). A renewed application for admission to a degree course is then necessary.

Exemption from the *DSH* exam is possible under completion of *TestDaF* with a minimum score of four points in all four parts of the test or the test “telc Deutsch C1 Hochschule”.

Please note that there may be different language requirements when applying for a **Master’s course**. Information on Master’s courses, language requirements and general Entrance and Admission Regulations can be obtained at: [hu.berlin/catalogue\\_master](http://hu.berlin/catalogue_master)

When applying for a place at the **Studienkolleg**, you are required to submit, in addition to the certificate of completed secondary education, a proof of German language skills at Intermediate Level II (or, as equivalents: DHS-1, *TestDaF* Level 3, proof of success in a Course B2 and participation in a Course C1). When applying to W-Course an A2 certificate of English is additionally required.

If you satisfy all these formal requirements you will be invited to sit the Aptitude Test for Academic Studies (*Studierfähigkeitstest*) in Berlin. Information about the *Studierfähigkeitstest* can be obtained at: [www.fu-berlin.de/en/sites/studienkolleg/aufnahmetest/index.html](http://www.fu-berlin.de/en/sites/studienkolleg/aufnahmetest/index.html)

**Humboldt-Universität does not offer any preparatory German language courses.**

**3. Please send authenticated copies of your original certificates and of original translations.** Not only educational certificates, but also language certificates must be submitted in the form of authenticated copies.

German translations completed in your home country will be recognised only if completed by a state-licensed translator or an officially approved translating agency. Translations can also be completed by sworn interpreters or translators in the Federal Republic of Germany. Please see: [www.gerichtsdolmetscherverzeichnis.de](http://www.gerichtsdolmetscherverzeichnis.de)

Documents may be authenticated abroad, either by the diplomatic representations of the Federal Republic of Germany or by the relevant authorities and authorized notaries in the applicant’s home country. Copies that match the originals will be certified in Germany by authorities permitted to seal documents, e.g. at local citizens’ offices (“*Bürgeramt*”) in town halls, by authorized notaries or by your home country’s embassy in Germany.

More detailed information about the authentication and translation of your documents can be found on the UNI-ASSIST website under: [www.uni-assist.de/standards\\_en.html](http://www.uni-assist.de/standards_en.html)

**4.** Before you apply, please make sure, which subjects are currently on offer at the Humboldt-Universität and read their descriptions on the website at: [hu.berlin/catalogue](http://hu.berlin/catalogue)

There are also flyers for prospective students available at *the Student Service Center (SSC)*, Unter den Linden 6, Lichthof West or you can find this information online at: [hu.berlin/leaflets](http://hu.berlin/leaflets)

In your application you must provide the complete name of the course of study. A Combined Bachelor’s course consists of a *major* and a *minor* subject (*Kernfach* and *Zweifach*). Information on possible subject combinations in Combined Bachelor’s courses is available from: [hu.berlin/degrees](http://hu.berlin/degrees)

- a) Applicants from EU-Countries as well as from Iceland, Liechtenstein, Norway and Switzerland are allowed to apply for a maximum of three admission-restricted (NC) undergraduate courses (Bachelor's or State Examination courses). Furthermore, these applicants are allowed to indicate (and apply for) an additional non-admission-restricted (non-NC) course of studies in the application.
- b) All other international applicants from non-EU countries are allowed to apply for only one admission-restricted (NC) undergraduate course (Bachelor's or State Examination course), and are likewise allowed to apply for an additional non-admission-restricted (non-NC) course of studies.

Applicants (whether EU or non-EU applicants) to Master's courses are allowed to apply for only one admission-restricted (NC) Master's course and additionally for one non-admission-restricted (non-NC) Master's course.

Detailed information on BA courses that include a teacher training option (with *Lehramtsoption* or *Lehramtsbezug*) is available from: [pse.hu-berlin.de/lehramt](http://pse.hu-berlin.de/lehramt) (in German).

If you intend to apply to a degree course with the teacher training option (Bachelor or Master), you should choose 'Lehramt' as a degree pursuit in the online application form.

Some courses (1<sup>st</sup> semester) will take part in the dialogue-orientated service procedure (DoSV) of the Foundation for University Admissions ([hochschulstart.de](http://hochschulstart.de)), [hu.berlin/dosv\\_en](http://hu.berlin/dosv_en)

Please refer to the course catalogue to find out which courses are meant under [hu.berlin/catalogue](http://hu.berlin/catalogue)

Before applying online to UNI-ASSIST, you must first register at [www.hochschulstart.de](http://www.hochschulstart.de). After registering, you will receive a two-part identification number consisting of a *BID* (Applicant ID) and a *BAN* (Applicant authentication number). This number must then be provided in the application to UNI-ASSIST. Further information is available at: [www.uni-assist.de/dosv-procedure.html](http://www.uni-assist.de/dosv-procedure.html)

5. Applicants can **transfer** to a more advanced stage of a course programme, if documentation of previous university studies, not yet completed studies or academic achievements in the same or a related subject is submitted. If this is the case, please choose **the option 'higher semester' (*höheres Fachsemester*)** on your application form next to the chosen study course. Recognition of previous academic achievements for admission to a more advanced stage of a course of study will be considered during the application process.

6. Applications submitted by persons from **EU countries, from Iceland, Norway, Liechtenstein and Switzerland**, who have already taken an academic degree in their home countries and are now applying for the first semester of a course leading to the State Examination or a BA degree, are considered to be applications for a **second degree course (*Zweitstudium*)**. With such applications it is necessary for the applicant to state the reasons why they wish to take a *second degree course*. In this case, the information below should be considered: [hu.berlin/second](http://hu.berlin/second)

Applications for a *Zweitstudium* must also be submitted to UNI-ASSIST.

**Applicants from EU countries, from Iceland, Norway, Liechtenstein and Switzerland** who are already pursuing studies in a European country other than Germany, and now wish to apply for the same course of study at a German higher education institution, are required to apply for a more advanced stage or semester of that course. I.e. they may not apply for admission to the first semester.

### Multiple Applications

If you submit applications to several universities in Germany, please be aware that application deadlines and conditions may differ. An up to date list of higher education institutions which cooperate with UNI-ASSIST can be found online at: [www.uni-assist.de/universities.html](http://www.uni-assist.de/universities.html)

Information on the UNI-ASSIST application procedure at: [www.uni-assist.de](http://www.uni-assist.de)

Information on the study possibilities on other universities in Germany:

[www.hochschulkompass.de/en.html](http://www.hochschulkompass.de/en.html)

And especially on the international degrees run in English:

[www.daad.de/deutschland/studienangebote/international-programs/en](http://www.daad.de/deutschland/studienangebote/international-programs/en)

Information on courses in **medicine and dentistry** is available from:

[www.charite.de/en/studies/to\\_study\\_at\\_the\\_charite/application](http://www.charite.de/en/studies/to_study_at_the_charite/application)

#### Contact:

Charité-Universitätsmedizin Berlin  
Referat Studienangelegenheiten  
Hannoversche Straße 19, D-10115 Berlin  
Phone:  
E-mail:

Office hours:  
Tuesday, Thursday, Friday: 9.30am - 12.30pm  
Tuesday also: 1.30pm - 4pm  
+49 450 576152 or +49 450 576035  
[zulassung-stud@charite.de](mailto:zulassung-stud@charite.de)

### 7. Application Deadlines

The complete application documents must be received within the prescribed period of time. The postmark date will **not** be accepted and your application will not be considered if received after the deadline. The following deadlines are valid for all international students, including the EU/EEA applicants.

#### Deadlines:

	Winter Semester	Summer Semester
<b>Studienkolleg (external Feststellungsprüfung)</b>	15 <sup>th</sup> March	
<b>Studienkolleg T-, M-, G-, W-courses</b>	15 <sup>th</sup> July	
<b>Bachelor, State Examination</b>	15 <sup>th</sup> July	15 <sup>th</sup> January
<b>Master (M.A., M.Sc., M.Ed.) with NC</b>	31 <sup>st</sup> May	15 <sup>th</sup> January
<b>Master (M.A., M.Sc., M.Ed.) without NC</b>	15 <sup>th</sup> July	15 <sup>th</sup> January

Please send your application to the following address:

**UNI-ASSIST e.V.**

**11507 Berlin**

**GERMANY**

Please note that there may be alternative application deadlines and conditions for postgraduate courses and international Master's courses. Please see: [hu.berlin/catalogue\\_master](http://hu.berlin/catalogue_master)

Please consider the information on the entrance requirements under 'Special knowledge' as well as the relevant language requirements in the study offer below, if you wish to apply for a Master's course at Humboldt-Universität zu Berlin, [hu.berlin/catalogue\\_master](http://hu.berlin/catalogue_master)

Please find information on the Interdisciplinary Statutes for the Regulation of Admission, Study and Examination (*Fächerübergreifende Satzung Zur Regelung von Zulassung, Studium und Prüfung der Humboldt-Universität zu Berlin (ZSP-HU)*) at: [hu.berlin/zsp](http://hu.berlin/zsp) (in German).

UNI-ASSIST is a registered TOEFL institution. By using Code 2727 on the ETS website you can have your TOEFL results transferred directly to all UNI-ASSIST universities so that it is no longer necessary for universities to ask for them separately.

## 8. Fees

A fee of € 75 is charged for the preliminary check of an application by UNI-ASSIST. If you apply to several higher education institutions in the UNI-ASSIST Federation, an additional € 15 will be charged for each application.

Further information on fee transfer at: [www.uni-assist.de/index\\_en.html](http://www.uni-assist.de/index_en.html)

## 9. Further Procedure

Online application forms should be completed very carefully. All necessary documents for the desired course programme must be attached.

Please do not forget to provide your e-mail address

After UNI-ASSIST has checked that all documents required for the further consideration of your application are complete, you will be notified. The application data will be forwarded electronically to the Admissions Office for International Students at the Humboldt-Universität. The information you get from UNI-ASSIST is recognised by German embassies and consular representations as proof that **your application has been confirmed**.

You will also be informed if the documentation you submit fails to meet the University's requirements. In this case, your documents will remain with UNI-ASSIST. You can then make corrections or add missing documents **within the prescribed application period** (before the deadline) or alternatively, re-apply to Humboldt-Universität in the next semester.

If admission to a study course at the Humboldt-Universität is not granted, the application form and the documents attached to it will be stored for one calendar year by UNI-ASSIST. If you wish to reapply during this time period, you do not need to resubmit the documents which are already on hand. Please be sure to pay attention to the information regarding this at [www.uni-assist.de](http://www.uni-assist.de).

**10.** Applications which are incomplete, incorrect or not submitted by the deadline are excluded from the admissions procedure.

**11.** International applicants with no formal university entrance qualifications are re-quired to take a university entrance examination (*Feststellungsprüfung*). The exam may be taken either immediately or after successfully attending a one-year access course at the *Studienkolleg* (see point 7).

**12.** A limited number of study places (5% of the total) on full-time courses leading to a Bachelor's degree or to the State Examination are made available to applicants from non-EU countries. This is dependent on their qualifications, which are derived from grades obtained in secondary or other previous education (average grade).

EU citizens, citizens of Iceland, Liechtenstein, Norway and Switzerland and German applicants are admitted on the basis of the same criteria. The official table of the minimum academic requirements for admission to courses with restricted entry (*NC-Grenzwerttabelle*) from the previous Winter Semester is available from: [hu.berlin/nc](http://hu.berlin/nc) (in German).

13. After you have successfully submitted your application data via UNI-ASSIST, Humboldt-Universität will send you an email including more information and the status of your application. This will enable you to track the progress of your application. You will be able to check whether your application has been accepted online. If your application is successful, please accept your place online within the specified time frame. Afterwards, you will receive a Letter of Admission per post (as a rule by mid-late July for Master's applicants and mid-late August for undergraduate level for the winter semester and mid-late February for the summer semester respectively) as well as an invitation to attend the DSH Examination. In case you are not admitted to the applied field of study, you will also receive a Letter of Rejection per post, to the address given in the application procedure.

**Please make sure to accept or decline your place of studies online by the deadline.**

## II. UNI-ASSIST Exemptions

**Online application for international HU Students** who are already enrolled or were enrolled before at the Humboldt-Universität zu Berlin.

Please check which documents are needed for your application using the following table.

Application for	Hardcopy application form	A copy of the current student ID card	Certificate Assessment Test ( <i>Feststellungsprüfung</i> )	Proof of academic achievements
Bachelor following Studienkolleg	x	x	x	
Change of degree/subject	x	x		
Higher semester	x	x		x
Master	x	x		x
Bachelor second degree	x	x		copy of degree certificate and letter of motivation for a second degree

Please compile and send the appropriate application within the prescribed period (see point 7 "Application deadlines") via the HU-Online-Application-Portal, [hu.berlin/apply](http://hu.berlin/apply)

**Please note that for a successful Master's course application** you are required to send us proof of all your academic achievements including modules and ECTS (not more than 30 ECTS short). At time of enrolment (or latest at registration renewal) only the bachelor's certificate and transcript can be handed in late.

**International HU-students** please contact the **admissions office for international students**, Student Service Centre (SSC), Unter den Linden 6, Lichthof West, during office hours: Mo 1pm-3pm, We 1pm-3pm, and Fr 9am-11am if you have any further questions. **Please consult our webpage for the current Office Hours!** [www.hu-berlin.de/en/studies/admission/admission-for-foreign-applicants-en](http://www.hu-berlin.de/en/studies/admission/admission-for-foreign-applicants-en)

**There are no deadlines for PhD applications.**

Information for international PhD-applicants is available at:

[www.hu-berlin.de/studium/bewerbung/formulare/prom-ausl-engl.pdf](http://www.hu-berlin.de/studium/bewerbung/formulare/prom-ausl-engl.pdf)

### III. ENROLMENT

1. The Letter of Admission (*Zulassungsbescheid*) contains information on the conditions of enrolment and on the period within which the candidate can enrol.

2. Before the applicant is enrolled, evidence of a sufficient command of German must be provided. Applicants who are not formally granted exemption from the Language Test are required to take the “*Deutsche Sprachprüfung für den Hochschulzugang ausländischer Studienbewerber*” (*DSH*). An invitation to attend the *DSH* Examination will be attached to the Letter of Admission. As a general rule, *DSH* Examinations take place early in March for the Summer Semester, or early in September for the Winter Semester. A fee of €150 will be charged in cash by the Language Centre of Humboldt-Universität on the examination day.

3. **To be enrolled** the following documents must be submitted:

- filled-out enrolment form and the form *Hochschulvergangenheit*
  - passport with a valid residence permit for study purposes  
(for EU citizens, only evidence of registration with the authorities (*Meldebestätigung*) is needed);
  - receipt of semester fees paid (currently € 314,39)  
(Note: No tuition fees are charged as yet in the federal State of Berlin.);
  - health insurance certificate (see point IV);
  - proof of success in the *DSH II* or *DSH III*  
or *TestDaF* examinations with a score of at least four points in each of the four parts  
or the *Goethe Institute Language Proficiency Certificate* (C2 Level);  
or *DSD II* with C1 level in all parts of the test  
or „telc Deutsch C1 Hochschule“
- Please note:** the language certificate must not be older than 3 years;
- further evidences of language proficiency (e.g. TOEFL, IELTS) if required for a certain course of study
  - if applicable, evidence of withdrawal from previous studies at another higher education institution in Germany or abroad (*Exmatrikulationsnachweis*).

**You may submit the documents either in person or by post.**

#### Postal Address

Humboldt-Universität zu Berlin  
Referat Studierendenservice  
Unter den Linden 6  
10099 Berlin  
GERMANY

#### Office Hours in the Student Service Center

Monday 13-15

Wednesday 13-15

Friday 9-11

**Please consult our webpage for the current Office Hours!**

[www.hu-berlin.de/en/studies/admission/admission-for-foreign-applicants-en](http://www.hu-berlin.de/en/studies/admission/admission-for-foreign-applicants-en)

### IV. FINANCIAL ASPECTS

Visas for study purposes will be issued by German embassies or consulates. Residence permits for study purposes will be extended if evidence is provided that both studies and livelihood in Germany are financially covered. There are organizations in Germany which provide grants and scholarships to international students. Information on scholarships or grants may be obtained from the embassies and consulates of the Federal Republic of Germany, the Goethe Institutes, the *Deutscher Akademischer Austauschdienst* (*DAAD*) and the International Office of Humboldt-Universität.



A summary of available funding schemes and foundations can be found at: [www.funding-guide.de](http://www.funding-guide.de) and in the Guide for International Students at: [hu.berlin/guidelines](http://hu.berlin/guidelines)

## V. HEALTH INSURANCE

International students must have a **valid health insurance policy** (*Versicherungsbescheinigung*) as a vital condition of enrolment. Student health insurance policies are available from any German health insurance company. Alternatively European students can have their existing health insurance coverage (with a company in their home country) confirmed.

Students with mandatory or statutory insurance coverage coming from countries with which Germany has a social security agreement, including EU and EEA countries, Bosnia-Herzegovina, Croatia, Macedonia, Montenegro, Serbia, Turkey, Liechtenstein, Switzerland and Tunisia, need to present a European Health Insurance Card (EHIC) to a German statutory insurance company to have the coverage confirmed. They will then be issued a **certificate of exemption from statutory insurance coverage by the German health insurance company**.

Students with private health insurance coverage in their home country may terminate their contract and obtain a student policy from a German statutory health insurance company instead. Alternatively, they may be exempted from statutory health insurance in Germany and continue to be insured on a private basis. As a general rule, all international students in Germany need to have health insurance coverage in order to get a residence permit or to be enrolled. The statement of exemption needed to be enrolled will be issued by a statutory insurance company of your own choice. For further and detailed information please go to: [hu.berlin/insurance](http://hu.berlin/insurance)

For further information, please contact one of the following insurance companies:

AOK Nordost – die Gesundheitskasse  
Hufelandhaus, Hegelplatz 1, 10117 Berlin, phone: 0800 265080- 24640  
E-Mail: [peter.kurowski@nordost.aok.de](mailto:peter.kurowski@nordost.aok.de)  
[www.aok-on.de/nordost](http://www.aok-on.de/nordost)

Barmer Berlin  
Axel-Springer-Str. 44-50, 10969 Berlin, phone: +49 30 634991-389  
E-Mail: [martin.nienkarken@barmer-gek.de](mailto:martin.nienkarken@barmer-gek.de)  
[www.barmer.de](http://www.barmer.de)

DAK  
Schlossstr. 20, 12163 Berlin, phone: +49 172 8255301  
E-Mail: [Jessica.Meschkat@dak.de](mailto:Jessica.Meschkat@dak.de)  
[www.dak.de](http://www.dak.de)

Techniker Krankenkasse  
Alte Jacobstraße 81-82, 10179 Berlin, phone: +49 40 46065102054  
E-Mail: [lutz.matuschke@tk.de](mailto:lutz.matuschke@tk.de)  
[www.tk.de](http://www.tk.de)

## VI. FORMALITIES BEFORE AND AFTER COMING TO GERMANY

International students normally need a valid visa for study purposes when entering Germany. EU citizens as well as citizens of Iceland, Liechtenstein, Norway, Switzerland, Andorra, Australia, Brazil, El Salvador, Honduras, Israel, Japan, Canada, Monaco, San Marino, Korea, New Zealand and the USA are exempted from this regulation. Visas for study purposes are issued by the German diplomatic and consular representations in the applicant's home country, which will also give information on current entry and residence regulations.

To apply for a visa, the following documents need to be presented:

1. secondary school leaving certificate which is recognized in Germany,
2. valid passport or equivalent,
3. confirmation in writing that the candidate's complete application has been received (*Bewerberbestätigung - BBZ*). This is provided automatically by UNI-ASSIST or issued upon request by a German higher education institution **or** reservation of a place on an intensive German language course run by a state-funded and state-approved institution in Germany, **or** the Letter of Admission (*Zulassungsbescheid*) of a higher education institution,
4. proof that the prospective student is financially covered.

Applicants who have not yet received a Letter of Admission can apply for an applicant's visa (*Bewerbervisum*) by presenting the document confirming that their application has been received in Germany. An applicant's visa or a visa for the preparation of university studies in Germany may be turned into a residence permit for study purposes as soon as the holder is granted admission to studies. **A tourist visa cannot be converted into a residence permit for study purposes under no circumstances.** Application for a visa must be made fairly early, because it usually takes several weeks before a visa for study purposes is issued.

Within 14 days after arrival in Germany registration is required at the local Citizens' Office (*Bürgeramt*). If you already have an address in Germany upon your arrival, please book an appointment in *Bürgeramt* in advance from your home country, which can be done on the following website: <https://service.berlin.de/terminvereinbarung/>

After entry into Germany, the Foreigners' Registration Office (*Ausländerbehörde*) of Berlin needs to convert the prospective student's visa into a residence permit for academic studies. **Please note that prospective students entering Germany on a visa-free basis must also apply for a residence permit at the Foreigners' Registration Office within three months after entry.** HU Visa Service can help you with your application for a residence permit. They can submit your application documents to Foreigners' Registration Office and collect them for you afterwards. You can find our Visa Service at: <https://www.international.hu-berlin.de/en/studierende/an-der-hu/orbis-infothek/visaservice>  
e-mail: [visaservice@hu-berlin.de](mailto:visaservice@hu-berlin.de)

Landesamt für Bürger- und Ordnungsangelegenheiten (LABO)

Foreigners' Registration Office (Ausländerbehörde, Abt. IV B):

Phone: +49 90269-0

Address:

Keplerstraße 2  
10589 Berlin

(Underground station: Mierendorffplatz)

Office hours:

Monday, Tuesday	7am - 2pm
Wednesday	only on appointment
Thursday	10am - 6pm
Friday	closed

Further information is available at: [www.berlin.de/lab/willkommen-in-berlin/aufenthalt/studium](http://www.berlin.de/lab/willkommen-in-berlin/aufenthalt/studium) (in German).

## Application Timeline for Prospective International Students for the Summer Term

Before applying	November	1st December	15th January	from 15th January	mid-February	end-February	March
<b>Questions</b> Contacting HU Questions: subjects, language requirements, deadlines, application procedure, necessary documents	<b>Documents</b> collecting documents; translations; certification of copies; language certificates	<b>Application</b> check study offer online, get application documents ready	<b>Deadline for the application</b> submit complete application in paper form to Uni-Assist; pay 75,- € fee to Uni-Assist	<b>check your e-mails appointment at the German embassy</b> check e-mail account regularly (also spam): e-mail from Uni- Assist, when forwarded to the HU; e-mail from HU with login data for the HU application account; start the visa process	<b>Decision</b> letters of admission /rejection for Bachelor/ Master	<b>On Arrival</b> moving to Berlin; preparing for enrolment: insurance (or certificate of exemption EU/EWR), accommodation, enrolment fees only after admission	<b>Enrolment</b> Enrolment, Arrival, Accommodation, pay the fees, collect documents for admission

### NOTES

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## VII. CHECKLISTS FOR THE APPLICATION:

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1. Be sure to meet the application deadline
  2. Set up an account at the Uni-Assist website
  3. Fill out the application form
  4. Complete your application documents (officially certified copies; translations; others, such as language certificate(s), CV, passport copy, tests, job reference)
  5. Transfer application fee to Uni-Assist
  6. Send complete application to Uni-Assist (**be aware of the deadline**)
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### Additionally for application to Masters:

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- Is your Bachelor degree completed till the deadline?  
No? Still possible till 31st March  
150 ECTS credits must be proven till the application deadline.
  - If necessary, fill out and submit the self-assessment sheet to the application
  - Consider specific requirements for each Master (e.g. language requirements, essays, tests)
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## VIII. CHECKLISTS FOR ENROLMENT:

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1. filled-out enrolment form
  2. filled-out form *Hochschulvergangenheit*
  3. documents as stated in your letter of admission
  4. if applicable, evidence of withdrawal from previous studies at another higher education institution in Germany or abroad (*Exmatrikulationsnachweis*)
  5. Proof of **health insurance** coverage from a **statutory health insurance provider** (either a mandatory insurance *Pflichtversicherung*, or an exemption certificate from the mandatory insurance issued only by a statutory health provider in Germany). EU/EWR citizens in possession of the European Health Insurance Card (E111) have the possibility of being exempted from *Pflichtversicherung*, only if they prove an exemption certificate as stated above. Presenting EHIC-card only will not be accepted.
  6. receipt of semester fees paid directly to the HU bank account (cash payment is not possible)
  7. passport copy
  8. valid visa or residence permit for study purposes (if applicable)
  9. valid postal address in Berlin, to which your documents will be sent (no address abroad, no hotel or hostel address either).
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